

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 028-2015

OPEN TO: All Interested Candidates/ All Sources

POSITION: Health Management Information Systems (HMIS) Specialist,
FSN- 10
THIS IS A TERM POSITION FOR ONE YEAR

OPENING DATE: May 5, 2015

CLOSING DATE: May 19, 2015

WORK HOURS: Full-time; 40 hours/ week

SALARY: * Ordinary Resident (OR)
(Position Grade FSN- 10)

*Not-Ordinarily Resident (NOR)
(Position Grade FP-5 Grade 5-14)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

The United States Embassy in Freetown is seeking an individual within or outside the Mission for the position of Health Management Information Systems (HMIS) Specialist. The position is located in the Centers for Disease Control and Prevention (CDC) Section and reports to the Centers for Disease Control and Prevention Director.

BASIC FUNCTION OF POSITION:

Job holder is a senior technical advisor responsible for Health Management Information Systems (HMIS) strengthening within the context of in-country Global Health Security (GHS)/Ebola and other infectious disease activities. Job holder provides technical oversight of the GHS data reporting requirements and development and strengthening of data, information systems and software that will improve data flow from the sub-national to the national level of the host country. To carry out this responsibility job holder provides the USG team, Ministry of Health, and other implementing partners technical recommendations and expertise in the design, development, improvement, and maintenance of information

systems that strengthen health service effectiveness and efficiency. Both the advisory and managerial roles require HMIS technical expertise, results-oriented analysis, clear communication, advocacy, and close collaboration with implementing partners and donors. Also, please see appendix C below.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. THIS IS A TERM POSITION FOR ONE YEAR ONLY.

- 1. Education:** A Master's degree (or host country equivalent) in Public Health, Information Science, Health Information Management, Computer Science, Computer Engineering, or related Information Systems field is required.
- 2. Experience:** A minimum of five years of progressively responsible, professional-level of experience in designing, developing, implementing and maintaining health data information systems to support and evaluate development or health-related program activities is required.
- 3. English Ability:** Level IV (fluency - speaking/reading/writing English is required, this will be tested).
- 4. Other Criteria:** The incumbent must possess a detailed knowledge of health delivery information systems, database development and management, hardware and software installation, planning for large scale information system implementation, health informatics systems, health information technology and applications in resource limited environments. The incumbent must have detailed knowledge of program evaluation strategies and techniques as well as the translation of evaluation data as it pertains to the improvement of program operations, guidelines and policies. High level of competency in managing data information systems on large scale health or disease prevention activities required. Working knowledge of the objectives and operations of the USG, or the program activities of other international donor organizations, is required. In-depth specialist knowledge of USG public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of public health disease programs is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required. Good working knowledge of overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required.
- 5. Other Skills:** Ability to analyze, understand and inform new health management information systems, health information and communications technology (ICT) program design, and implementation approaches is required. This includes application of public health informatics techniques and use of ICTs and methods for data collection, analysis,

use, and reporting. Ability to design or modify sophisticated computer applications to meet data collection requirements is required. Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners and to prepare required written reports. Strong leadership skills are required to lead results-driven project teams and workgroups. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of survey indicators and monitoring systems, evaluation designs, use of reliable and valid instruments, field experience in data collection, and methods in data analysis. The incumbent will be expected to exercise considerable ingenuity and tact in applying guidelines to unique and different settings, as the work is highly complex and can be threatening to stakeholders. Considerable innovation will be required to influence other collaborative organizations engaged in Ebola M&E programs to adopt appropriate strategies for their program activities. Intermediate user level of word processing, spreadsheets and databases is required. Strong skills in interpretation of program monitoring and evaluation data are required.

6. **Interpersonal skills:** Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners and to prepare required written reports.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually

Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html and
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); OR
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; PLUS
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above

SUBMIT APPLICATION TO:

The Human Resources Section
(Application for Health Management Information Systems (HMIS) Specialist Grade 10
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076/022-515-075

POINT OF CONTACT:

Human Resources Section: 076-515-000

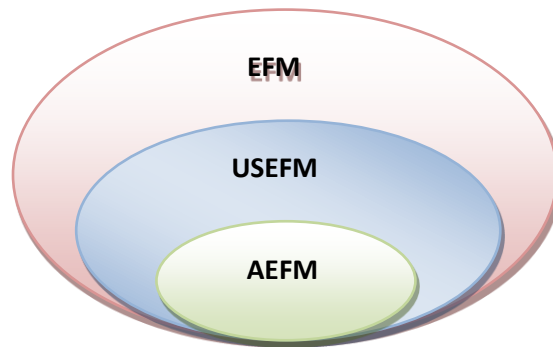
CLOSING DATE FOR THIS POSITION: May 19, 2015

The U.S. Mission in Freetown, Sierra Leone provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with

such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
 - Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
 - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
 - Does not receive a Foreign Service or Civil Service annuity
4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
 - Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:
 - Is not a citizen of the host country; and
 - Does not ordinarily reside (OR, see below) in the host country; and
 - Is not subject to host country employment and tax laws; and
 - Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:
 - Is locally resident; and
 - Has legal, permanent resident status within the host country; and
 - Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application

A. Position Title

- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

APPENDIX C

COMPLETE JOB DESCRIPTION -PUBLIC HEALTH MANAGEMENT INFORMATION SYSTEMS (HMIS) SPECIALIST

Program Management

(50%)

Provides leadership for Agency in documenting in-country HMIS systems. Analyzes existing in-country health management information systems and recommends, both orally and in writing, priority strengthening initiatives to CDC Country Director and USG team, multi-stakeholder technical working groups, and to the Ministry of Health (MOH). These efforts are designed to support strategic planning by the agency and to improve the country's health delivery systems, health information systems, and evaluation methodology for the national program evaluation plan and activities.

The incumbent collaborates with host country officials, other USG Agencies and GHS implementing partners in the design, development, implementation and strengthening of an information systems and software national ownership strategy that will improve data storage, use and flow from patient-level facility-based systems to the sub-national to the national level of the host country. Job holder ensures the presence of adequate administrative controls, information and data quality, procedural efficiencies and adherence to internationally recognized information system standards. Pays particular attention to the need to integrate the development of appropriate HMIS sub-systems, such as logistics management (including planning, procurement and distribution) and emphasizes the criticality of establishing standards-based HMIS framework/architecture with interoperable data collection and reporting systems that are flexible and sustainable (including technology platforms).

As a program management specialist, manages HMIS project activities from infancy to maturity. Makes regular site visits and works closely with designated program managers in each partner organization as well as agency technical leads in related programs such as prevention, care, and treatment. During site visits, reviews progress and monitors the process (including resource allocation), outcome and impact of EVD-related strengthening activities, identifies implementation achievements as well as challenges in performance, and initiates appropriate actions in consultation with the Ministry of Health, implementing partners and his/her supervisor. Recommends to agency technical leads, agency and Mission leadership shifts in HMIS program focus as strengthening takes hold or as weaknesses are uncovered.

Provides technical advice with emphasis on capacity building to the Ministry of Health, other governmental and non-governmental organizations and implementing partners to demonstrate improved systems selection, the ease of use and interoperability. Takes responsibility for recommending, oversight, design, and implementation of a series of practical training courses for various target audiences on using health information system interface, assessing, monitoring and improving data quality, monitoring and evaluating EVD programs, using M&E data for program improvement, and developing clear, concise and effective reports to be submitted to key stakeholders. Job holder will also assist with additional training on data entry, data cleaning and data analysis techniques for appropriate facility staff through a variety of venues. These informational briefings and on-the-job training opportunities are provided to facility health care workers, physicians, laboratory technicians and nurses, as well as implementing partner IT/HMIS staff and managers.

Responds to requests for specialist-level advice and assistance in the area of HMIS policy, strategic planning, development and implementation, and monitoring and evaluation from NGOs, health care organizations, and medical professionals involved in EVD projects. This advisory role inspires other collaborative organizations engaged in EVD programs and across health system strengthening programs to adopt appropriate HMIS standards and adhere to normative guidelines for their program activities.

II. Administrative Management

(25%)

Working closely with the supervisor and colleagues, the incumbent provides technical oversight of related database operations and development. Prepares regular and ad hoc written progress reports on GHS HMIS partner activities. Readers of these reports include agency and post management, other agency officials, U.S. headquarters offices, and excerpts of such reports can ultimately be used in reporting to the U.S. Congress. Reporting responsibilities are monthly, quarterly and annually. Makes oral presentations to agency and other embassy officials on the progress of HMIS program activities. Maintains files and records specific to the HMIS activities/programs for which incumbent is responsible. Job holder is responsible for data integrity, confidentiality, and security of information in the reporting databases that does or may relate to infection (particularly as related to named individuals). Other program files include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, research determinations, panels, and awards. Whenever possible these records will be filed electronically for recordkeeping purposes. Job holder will be required to occasionally take a lead role on impromptu minor projects such as called technical committees for a specific purpose, short data collection projects, site visits for a special VIP visit. Provides oversight and monitoring of the budgets allocated to SI/HMIS implementing partners within the job holder's portfolio. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, developing quarterly pipeline reviews/budget status reports, investigating irregular findings, and providing advice for realignment of budgets and accruals

III. Interagency Coordination

(20%)

Due to the highly integrated nature of HMIS into all GHS programmatic decision-making, job holder plays an active advisory role in USG and host country technical working groups.. These working groups provide technical, programmatic and budgetary guidance to collaborators. Works with other technical colleagues to make sure that system development standards are fully integrated into all strengthening activities through participation on national technical working groups and standards bodies. Even though there may be differing needs at the various levels of implementation, it is critical that these systems be integrated into a HMIS strategy, coordinated, and interoperable. In order to achieve interoperability,

****Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**